



**DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY**

**HEALTH SERVICES WORKER (TEMPORARY thru 4/17/14)
Regulatory Services – Environmental Health – Radon**

POSTING DATE: October 25, 2013

CLOSING DATE: November 1, 2013 *

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

POSITION CONTROL NUMBER: 106072, 106073SC **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 450 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/35 hours/week

SALARY GROUP/RANGE: HN 12/\$1,267.90 Bi-weekly

NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERLA TRANSFER.

Preferred Skills:

- Experience in data entry and data maintenance of health program information;
- Experience importing, exporting, reporting and analyzing health program data;
- Experience answering a high volume of phone calls, and experience listening and responding to customer inquiries, over the telephone and in writing;
- Experience working independently, and as part of a team;

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Knowledge of basic interviewing and investigative techniques; knowledge of medical terminology; knowledge of community and public health organizations; some knowledge of patient counseling and education techniques; interpersonal skills; oral and written communication skills; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING

General Experience:

High school graduation and two (2) years of experience involved in the delivery of human, health or social services.

Substitutions Allowed:

1. An Associate Degree with courses in health education or the social sciences may be substituted for the General Experience.
2. Two years as a Health Services Worker Trainee may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderately heavy loads.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.